**Reasonable Adjustments Questionnaire: Autism Spectrum Conditions**

Please find below a list of adjustments available at the University. The adjustments you may receive will depend on the information you give us about your disability. Once your adjustments and support have been agreed, they will be communicated to relevant staff through a ‘Learning Support Entitlement’ form.

|  |
| --- |
| LEARNING AND TEACHINGStandard adjustments you will receive:* Access to class material in advance of lectures/seminars
* Permission to record lectures whilst in attendance
* Lecturers and tutors to use clear, unambiguous language
* For verbal instructions to be written down e.g. on the board
* For academic staff to be provided with good practice guidelines for supporting students with Autistic Spectrum Conditions/Aspergers syndrome, found [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/resources-and-links)
 |
| Additional adjustments Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from:[ ]  Be able to leave/re-enter class for disability-related reasons[ ]  Given sufficient time to take notes (e.g. from the whiteboard) [ ]  Additional time to respond to oral questions in lectures, seminars and tutorials [ ]  Exemption from being asked to read passages out loud in class [ ]  Support worker in class e.g. study assistant[ ]  Where group work is involved, for academic staff to try and ensure only one person speaks at a time[ ]  For questions and comments made by other students to be repeated so I can follow what has been said |
| ASSESSMENTSPlease tick the boxes to let us know about additional support you have received previously, or think you may benefit from:[ ]  25% extra time in exams (15 minutes per hour)Your exam will be in a separate room with others requiring extra time[ ]  25% extra time in in-class tests (15 minutes per hour) (usually taken with your group during teaching time)[ ]  In-class tests - separate room with others requiring extra time[ ]  Individual room for in-class tests/exams i.e. with no other students[ ]  Use of a computer with spell-check on (unless it is a language test/exam)[ ]  Use of a computer without spell-check on[ ]  I may need adjustments in presentations – please give details: [ ]  I may need adjustments in group work – please give details: [ ]  Coursework deadline extensions (up to 5 working days)[ ]  Any announcements or instructions in tests/exams to be in clear and unambiguous language, and written down e.g. on the board[ ]  I would like to discuss my assessment options with a Disability Advisor |
| [LIBRARY](https://www.westminster.ac.uk/library-and-it/our-libraries)Standard adjustments you will receive (once registered with us):* Double photocopying/printing allowance
* Double laptop loan period i.e. from 24 hours to 48 hours

Please tick the boxes to let us know about additional support you have received previously, or think you may benefit from:[ ]  Extended loans (one week loans extended to two weeks). Please note that you will receive the Extended Loan Card in the post, once you start your course with us. [ ]  One to one induction to the library[ ]  Book fetching servicePlease click [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/accessibility) for information on accessibility within the university, including access to buildings, equipment and technology (including the Library Access Guide for Disabled Students).  |
| [DISABILITY LEARNING SUPPORT (DLS)](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/) You can contact us at any time for advice and support. For details please click [here](http://www.westminster.ac.uk/disability)Please indicate any additional support you think you may benefit from:[ ]  A Disability Advisor to check in with you once a term to see how you are getting on[ ]  Enable contact with other students with Autistic Spectrum Conditions/Aspergers syndrome where possible[ ]  Access to ASSIST (Aspergers Support Signposting Information Services Team) - more information can be found [here](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support/events-and-activities) [ ]  Help with applying for Disabled Students’ Allowance (please find additional advice and application forms [here](https://www.gov.uk/disabled-students-allowances-dsas/overview)) [ ]  Campus tourOTHER SUPPORTPlease note that, if you are eligible to apply for the [Disabled Students’ Allowance,](https://www.gov.uk/disabled-students-allowances-dsas/overview) you may be recommended mentoring support. Please advise us of any additional support you wish to discuss (we will get in touch with you to arrange a face to face or phone appointment):If there is any information about your condition that you would like to share with relevant staff (i.e. this information will be included on your Reasonable Adjustments form) please indicate it here:You have received this information because you:1. Declared yourself as being on the Autistic Spectrum on your UCAS application form

 OR1. Disclosed to the university that you are on the Autistic Spectrum.

If you have another disability/long term medical condition which may impact on your studies, please state it here: |

**Disability Learning Support (DLS) Consent form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like you to refer to my disability/Specific Learning Difficulty (SpLD) to University staff:

[ ]  By the terminology used in my medical/diagnostic evidence

[ ]  By this other terminology (please specify):

I understand that sharing information about my disability with relevant staff at University, Student Finance England and support worker agencies can be essential in implementing my support. I have been made aware that the full [Disability Learning Support Consent and Disclosure statement](https://www.westminster.ac.uk/study/current-students/support-and-facilities/disability-learning-support) is available on the DLS website.

**Please note that by signing our consent form, you agree to the above.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to correspond with others (optional)**

Where necessary, I would like Disability Learning Support to be able to communicate with the following people whilst I am studying at the University. This could include, for example, named family members or friends, my GP/consultant, or other relevant professionals e.g. social worker/Community Mental Health Team member:

Name

Phone

Email

Relationship to me (e.g. parent)

Name

Phone

Email

Relationship to me (e.g. parent)

Once you have completed this questionnaire, please email it to DLS@westminster.ac.uk together with supporting evidence e.g. your diagnostic report (or bring this along to your appointment with an advisor).

If you would like to meet with an advisor to discuss your support, please contact our administration team:

* Email: DLS@westminster.ac.uk
* Phone: 020 350 68800 (9.30 - 4.30)